

STAFF ASSISTANT

Class Definition

Under supervision, performs administrative support and community contact duties; coordinates special events; and conducts special studies.

Distinguishing Characteristics

Staff Assistant is a technical class assigned to various City departments. Typically supervised by an assistant department head, division head, or assistant division head, incumbents perform specific assignments in such areas as program development and operation, personnel, statistical and operational analyses, and/or public and media relations. This class differs from the Management Analyst series in that Management Analysts complete various higher level and more complex administrative and analytical assignments in general administration, personnel administration, and/or budget development, administration and analysis.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Collects and compiles data, conducts surveys, prepares reports on operational, administrative, fiscal and personnel activities.

Contacts citizens, and works with the public to determine desired services.

Works with governmental and other agencies to secure services for City residents.

Serves as a department contact person for the media; prepares press releases and responds to questions from the media.

Develops and coordinates special events to enhance community awareness of City services and informs City residents of public and private services available.

Attends meetings and answers routine correspondence.

Works with consultants and management to implement promotional activities.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of analytical methods and their application.

Knowledge of local government structure and procedure.

Knowledge of media operations and their effective utilization.

Ability to write clear and concise reports, press releases and speeches.

Ability to organize and implement special events.

Ability to work effectively with the public, both in groups and/or as individuals.

Ability to operate a personal computer.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to work effectively with local media representatives, advertisers and related businesses.

Minimum Qualifications

Completion of fifteen semester units of accredited college or university course work in public administration, political science, business administration, mass communications, or a closely related field; and one year of administrative support experience which emphasized budgetary review and control, personnel management, office management, or public and community relations. One additional year of qualifying experience may be substituted for the required education.

Necessary Special Requirement

Possession of a valid California Driver*s License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

MR/LC/km/06/19/92
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